

## TABLE OF CONTENTS

| <u>TOPICS</u>           | <u>LOCATION</u>   |
|-------------------------|---|
| 1.0.0 RESIDENCE         | <b>1.1.0 Eligibility</b><br>1.1.1 Migrant Farm Worker<br><br><b>1.2.0 Intent</b><br><br><b>1.3.0 Determining Residence</b><br>1.3.1 Under Age 21<br>1.3.2 Age 21 or Over<br><br><b>1.4.0 Special Situations</b><br>1.4.1 SSP Payment<br>1.4.2 IV-E Children<br>1.4.3 Homeless Persons<br>1.4.4 Non IV-E Foster Children<br><br><b>1.5.0 Absence</b><br>1.5.1 Temporary Absence<br><br><b>1.6.0 Effective Date of MA for SSI Recipients</b><br><br><b>1.7.0 Wisconsin Veterans Home</b><br><br><b>1.8.0 Interstate Placements</b><br>1.8.1 Reciprocal Agreement<br>1.8.2 Disputes<br><br><b>1.9.0 Inmates</b><br>1.9.1 Inmates of State Correctional Institutions<br>1.9.2 State Correctional Institutions |
| 2.0.0 CITIZENS & ALIENS | <b>2.1.0 U.S. Citizens</b><br><br><b>2.2.0 Aliens</b><br>2.2.1 Public Charge<br>2.2.2 INS Reporting<br><br><b>2.3.0 Emergency Services</b><br>2.3.1 MA Deductible<br>2.3.2 Pregnancy Extension<br>2.3.3 Alien Status Chart  |

## TABLE OF CONTENTS

| <u>TOPICS</u>   | <u>LOCATION</u>  |
|-----------------|--|
| 3.0.0 CARETAKER | <b>3.1.0 Relationships</b><br>3.1.1 Adult<br>3.1.2 Child<br>3.1.3 18-Year-Old<br>3.1.4 Minor<br>3.1.5 Child-In-Common<br>3.1.6 Stepchild<br>3.1.7 Non-Legally Responsible Relative (NLRR) Child<br>3.1.8 Full Sibling<br>3.1.9 Half Sibling<br>3.1.10 Legally Responsible Relative (LRR)<br>3.1.11 Spouse<br>3.1.12 Parent<br>3.1.13 Stepparent<br>3.1.14 Non-Marital Co-Parent (NMCP)<br>3.1.15 Paternity<br>3.1.15.1 <i>Claimed Father</i><br>3.1.15.2 <i>Acknowledged Father</i><br>3.1.15.3 <i>Adjudicated Father</i><br>3.1.16 Minor Parent<br><br><b>3.2.0 Caretaker</b><br>3.2.1 Parental Rights Terminated<br>3.2.2 Annulment<br>3.2.3 Non-Legally Responsible Relative (NLRR) Caretaker<br><br><b>3.3.0 Under the Care</b><br>3.3.1 Legal Custody<br>3.3.2 Joint Custody<br><br><b>3.4.0 Essential Person</b><br><br><b>3.5.0 Moves</b><br><br><b>3.6.0 Temporary Absence</b><br>3.6.1 Exceptions<br>3.6.2 Non-Legally Responsible Relative (NLRR) Caretakers<br>3.6.3 Processing<br>3.6.4 Caretakers<br>3.6.5 BadgerCare<br><br><b>3.7.0 Huber Law</b> |

TABLE OF CONTENTS

---

| <u>TOPICS</u>                   | <u>LOCATION</u>   |
|---------------------------------|---|
| 4.0.0 DEPRIVATION               | <b>4.1.0 Absent Parent</b><br><br><b>4.2.0 Offender Working Without Pay</b><br><br><b>4.3.0 Incapacitated Parent</b><br>4.3.1 Cannot Work<br>4.3.2 Cannot Provide Care<br>4.3.2.1 <i>Presumed Incapacitation</i><br>4.3.2.2 <i>Verified Incapacitation</i><br><br><b>4.4.0 Unemployed Parent</b><br>4.4.1 Principal Wage Earner (PWE)<br>4.4.2 Work Quarter<br>4.4.3 Self-employment & 100 Hours Test<br>4.4.4 Employment in Prison<br>4.4.5 Qualified for UC<br>4.4.6 Good Cause<br><br><b>4.5.0 Huber Law</b><br><br><b>4.6.0 Dependent 18-Year-Old</b> |
| 5.0.0 BLINDNESS &<br>DISABILITY | <b>5.1.0 Determination of Disability</b><br>5.1.1 Definition of Disability<br><br><b>5.2.0 Application Process</b><br>5.2.1 Information Form<br>5.2.2 Application Form<br>5.2.3 Release Form<br>5.2.4 Medical Report<br>5.2.5 SSI Application Date<br>5.2.6 Routine SSI-MA Extension<br>5.2.6.1 <i>Case Processing</i><br>5.2.7 Other SSI-MA Extensions<br><br><b>5.3.0 DDB Action</b><br>5.3.1 Diary Date<br>5.3.2 Allowances<br>5.3.3 Denials<br><br><b>5.4.0 Reconsideration/Hearing</b><br><br><b>5.5.0 Medical Exam Cost</b>                         |

## TABLE OF CONTENTS

| <u>TOPICS</u>                           | <u>LOCATION</u>   |
|---|---|
| 5.0.0 BLINDNESS &<br>DISABILITY (cont.) | <b>5.6.0 Redetermination</b><br><br><b>5.7.0 Conflicting Claims</b><br><br><b>5.8.0 Presumptive Disability</b><br>5.8.1 DDB Processing<br>5.8.2 Eligibility<br>5.8.3 Denial<br><br><b>5.9.0 MAPP</b><br><br>Request for Medicaid Presumptive<br>Disability Decision   |
| 6.0.0 MA CASCADE                        | <b>6.1.0 Cascade Definition</b><br><br><b>6.2.0 MA Categories</b><br>6.2.1 Categorical Definitions<br><br><b>6.3.0 Assistance Group (AG)</b><br><br><b>6.4.0 MA Group</b><br><br><b>6.5.0 Fiscal Test Group (FTG)</b><br>6.5.1 Family MA<br>6.5.2 Elderly/Disabled<br>6.5.3 Others<br><br><b>6.6.0 Participation Status Codes</b><br>6.6.1 Table Definitions<br><br><b>6.7.0 Process</b><br>6.7.1 Hierarchy<br>6.7.2 EBD Cascade<br>6.7.3 Family Cascade<br>6.7.3.1 <i>Child Under 6</i><br>6.7.3.2 <i>Child 6 Through 18</i><br>6.7.3.3 <i>18-Year-Olds</i><br>6.7.3.4 <i>Pregnant Woman</i><br>6.7.3.5 <i>FFU</i> |

## TABLE OF CONTENTS

---

| <u>TOPICS</u>                   | <u>LOCATION</u>                                |
|---------------------------------|--|
| 7.0.0 MEDICAL SUPPORT LIABILITY | <b>7.1.0 Assignment</b>                        |
|                                 | <b>7.2.0 Recovery of Birth Costs</b>           |
|                                 | <b>7.3.0 Referral to CSA</b>                   |
|                                 | <b>7.4.0 MSL Cooperation</b>                   |
|                                 | 7.4.1 Polygraph                                |
|                                 | 7.4.2 Failure to Cooperate                     |
|                                 | <b>7.5.0 Claiming Good Cause</b>               |
|                                 | 7.5.1 Notice                                   |
|                                 | 7.5.2 Claim                                    |
|                                 | 7.5.3 Circumstances                            |
|                                 | 7.5.4 Determination                            |
|                                 | 7.5.5 Evidence                                 |
|                                 | 7.5.6 Investigation                            |
|                                 | 7.5.7 Good Cause Found                         |
|                                 | 7.5.8 Good Cause Not Found                     |
|                                 | 7.5.9 Review                                   |
|                                 | <b>7.6.0 Health Insurance</b>                  |
|                                 | <b>7.7.0 Cooperation Between ESA &amp; CSA</b> |
|                                 | 7.7.1 Information                              |
|                                 | 7.7.2 MA Discontinued                          |
|                                 | 7.7.3 Failure to Cooperate                     |
|                                 | 7.7.4 Fraud                                    |
| 8.0.0 STRIKER                   | <b>8.1.0 Strikers Defined</b>                  |
|                                 | 8.1.1 Lockout                                  |
|                                 | 8.1.2 Unemployment Compensation                |
|                                 | <b>8.2.0 Policy</b>                            |
|                                 | 8.2.1 Exceptions                               |
| 9.0.0 MA EXTENSIONS             | <b>9.1.0 Introduction</b>                      |
|                                 | <b>9.2.0 Requirements</b>                      |
|                                 | <b>9.3.0 Extension Reasons</b>                 |
|                                 | 9.3.1 Sole Reason                              |

## TABLE OF CONTENTS

---

| <u>TOPICS</u>               | <u>LOCATION</u>  |
|-----------------------------|--|
| 9.0.0 MA EXTENSIONS (cont.) | <b>9.4.0</b> <b>Must Be A Recipient</b>  |
|                             | 9.4.1      SSI Exception   |
|                             | <b>9.5.0</b> <b>Extensions for Pregnancy AGs</b>                                     |
|                             | <b>9.6.0</b> <b>Child Support Income</b>   |
|                             | 9.6.1      Four Months   |
|                             | 9.6.2      Twelve Months   |
|                             | <b>9.7.0</b> <b>Multiple Extensions</b>  |
|                             | <b>9.8.0</b> <b>Inter-Agency Transfers</b>   |
|                             | <b>9.9.0</b> <b>Losing an Extension</b>  |
|                             | 9.9.1      Leaving Wisconsin   |
| 10.0.0 INSTITUTIONS         | <b>10.1.0</b> <b>Institution</b>   |
|                             | 10.1.1      Institutions for Mental Disease  |
|                             | 10.1.1.1 <i>Eligible Age</i>   |
|                             | 10.1.1.2 <i>Temporary Leave</i>  |
|                             | 10.1.2      Hospitals  |
|                             | <b>10.2.0</b> <b>Licensing &amp; Certification</b>                                   |
|                             | <b>10.3.0</b> <b>Facilities Not MA Certified</b>                                     |
|                             | <b>10.4.0</b> <b>Definitions</b>   |
|                             | 10.4.1      Institutionalized Person   |
|                             | 10.4.2      Community Spouse   |
|                             | <b>10.5.0</b> <b>Asset Limit</b>   |
|                             | 10.5.1      Divestment   |
|                             | <b>10.6.0</b> <b>Monthly Need</b>  |
|                             | 10.6.1      Hospitalized Person  |
|                             | 10.6.2      Both Spouses Institutionalized   |
|                             | 10.6.3      Health Insurance   |
|                             | 10.6.3.1 <i>Nursing Home and Hospital Insurance</i>                                  |
|                             | 10.6.3.2 <i>Assignment of Nursing Home and</i><br><i>Hospital Insurance Payments</i> |
|                             | 10.6.4      Support Payments   |
|                             | 10.6.5      Fees to Guardians or Attorneys   |

TABLE OF CONTENTS

| <u>TOPICS</u>               | <u>LOCATION</u>   |
|-----------------------------|---|
| 10.0.0 INSTITUTIONS (cont.) | <b>10.7.0 Cost of Care Calculation</b><br>10.7.1 Hospitalized Persons<br>10.7.2 Managed Care Programs<br>10.7.3 Partial Months<br>10.7.3.1 <i>Death</i><br>10.7.3.2 <i>Community and Nursing Home</i><br>10.7.4 Transfers Between Institutions<br>10.7.4.1 <i>Transfer between Nursing Homes</i><br>10.7.4.2 <i>Nursing Home and Hospital</i><br>10.7.4.3 <i>Multiple Nursing Homes and a Hospital</i><br>10.7.5 Retroactive Cost of Care<br>10.7.6 Personal Needs Allowance<br>10.7.7 Payment for Non-covered Services<br><br><b>10.8.0 Nursing Home Refunds</b><br><br><b>10.9.0 Liability Effective Dates</b><br><br><b>10.10.0 Institutions for Mental Disease (IMDs)</b> |
| 11.0.0 ASSETS               | <b>11.1.0 Introduction</b><br><br><b>11.2.0 Availability</b><br>11.2.1 Real Property<br><br><b>11.3.0 Separate &amp; Mixed Assets</b><br><br><b>11.4.0 Account</b><br>11.4.1 Joint Accounts<br>11.4.2 Jointly Held Real Property<br><br><b>11.5.0 Burial Assets</b><br>11.5.1 Burial Trusts<br>11.5.2 Burial Insurance<br>11.5.3 Life Insurance Funded Burial Contracts (LIFBC)<br>11.5.3.1 <i>Irrevocable Assignment of LIFBC</i><br>11.5.3.2 <i>Revocable Assignment of LIFBC</i><br>11.5.4 Spaces<br>11.5.5 Burial Funds<br><br><b>11.6.0 Non-Burial Trusts</b><br>11.6.1 Trust Principal<br>11.6.2 Revocable Trusts   |

## TABLE OF CONTENTS

| <u>TOPICS</u>         | <u>LOCATION</u>  |
|-----------------------|--|
| 11.0.0 ASSETS (cont.) | <ul style="list-style-type: none"> <li>11.6.3 Irrevocable Trusts</li> <li>11.6.4 Special Needs Trusts</li> <li>11.6.5 Pooled Trusts</li> <li><b>11.7.0 Liquid Assets</b> <ul style="list-style-type: none"> <li>11.7.1 Personal Property</li> <li>11.7.2 Loans <ul style="list-style-type: none"> <li>11.7.2.1 <i>Reverse Mortgage</i></li> </ul> </li> <li>11.7.3 HUD Payments</li> <li>11.7.4 Annuities <ul style="list-style-type: none"> <li>11.7.4.1 <i>Accumulation Phase</i></li> <li>11.7.4.2 <i>Pay-Out Phase</i></li> </ul> </li> <li>11.7.5 Life Insurance</li> <li>11.7.6 Endowment to CCRC</li> <li>11.7.7 Income Tax Refunds</li> <li>11.7.8 Earned Income Tax Credit (EITC)</li> <li>11.7.9 Vehicles <ul style="list-style-type: none"> <li>11.7.9.1 <i>Determining Equity Value</i></li> <li>11.7.9.2 <i>When to Count, When to Exempt</i></li> </ul> </li> <li>11.7.10 Property Settlement</li> <li>11.7.11 Lump Sums <ul style="list-style-type: none"> <li>11.7.11.1 <i>Retroactive SS Payments</i></li> </ul> </li> <li>11.7.12 Land Contract</li> <li>11.7.13 Mortgage</li> <li>11.7.14 Wisconsin Higher Education Bonds</li> <li>11.7.15 Wartime Relocation of Citizens</li> <li>11.7.16 Agent Orange Settlement Fund</li> <li>11.7.17 Radiation Exposure Compensation Act</li> <li>11.7.18 Institutionalized Person's Assets</li> <li>11.7.19 Blind/Disabled Set-Aside</li> <li>11.7.20 Replacing and Repairing Exempt Assets</li> <li>11.7.21 Retirement Benefits</li> <li>11.7.22 Gifts</li> <li>11.7.23 U.S. Savings Bonds</li> <li>11.7.24 Zebley Payments</li> <li>11.7.25 Indian Judgement Funds Purchases</li> <li>11.7.26 Payments to Nazi Victims</li> <li>11.7.27 Spina Bifida Child</li> <li>11.7.28 Uniform Gifts to Minors Act</li> <li>11.7.29 Individual Development Accounts (IDA) Programs</li> </ul> </li> <li><b>11.8.0 Real Property</b> <ul style="list-style-type: none"> <li>11.8.1 Home/Homestead Property <ul style="list-style-type: none"> <li>11.8.1.1 <i>Multiunit Dwelling</i></li> </ul> </li> </ul> </li> </ul> |



## TABLE OF CONTENTS

| <u>TOPICS</u>         | <u>LOCATION</u>  |
|-----------------------|--|
| 11.0.0 ASSETS (cont.) | <p>11.8.1.2 <i>Non-Motorized Trailer Homes</i></p> <p>11.8.1.3 <i>Exempt Home Property</i></p> <p>11.8.1.4 <i>Sale of Home Property</i></p> <p>11.8.1.5 <i>Life Estate</i></p> <p><b>11.9.0 EBD Non-Home Property Exclusions</b></p> <p><b>11.10.0 Indian Lands</b></p>  |
| 12.0.0 BADGERCARE     | <p><b>12.1.0 Definition</b></p> <p>12.1.1 BadgerCare</p> <p>12.1.2 BC Applicants</p> <p>12.1.3 BC Recipients</p> <p><b>12.2.0 Application</b></p> <p><b>12.3.0 Non-Financial Requirements</b></p> <p>12.3.1 Deprivation</p> <p>12.3.2 Joint Custody</p> <p>12.3.3 Health Insurance Premium Payment (HIPP)</p> <p>12.3.4 Insurance Coverage</p> <p>12.3.4.1 <i>Self-Employed</i></p> <p>12.3.4.2 <i>Coverage Process</i></p> <p>12.3.4.3 <i>Coverage Good Cause Reasons</i></p> <p>12.3.5 Insurance Access</p> <p>12.3.5.1 <i>Current Access</i></p> <p>12.3.5.2 <i>Past Access</i></p> <p>12.3.5.3 <i>Future Access</i></p> <p>12.3.5.4 <i>Self-Employment</i></p> <p>12.3.5.5 <i>Access Process</i></p> <p>12.3.5.6 <i>Access Good Cause Reasons</i></p> <p><b>12.4.0 Test Group</b></p> <p><b>12.5.0 Fiscal Test Group</b></p> <p>12.5.1 SSI Recipients</p> <p>12.5.2 MA Eligible Adults</p> <p>12.5.3 Test Children</p> <p>12.5.4 Ineligible BC Adults</p> <p>12.5.5 Ineligible BC Children</p> <p>12.5.6 Adults with Health Insurance</p> <p>12.5.7 Exclusions</p> <p>12.5.8 Fetus</p> |

## TABLE OF CONTENTS

| <u>TOPICS</u>                     | <u>LOCATION</u>   |
|-----------------------------------|---|
| 12.0.0 BADGERCARE (cont.)         | 12.5.9 Temporary Absence  |
|                                   | <b>12.6.0 Financial</b>   |
|                                   | 12.6.1 Assets   |
|                                   | 12.6.2 Income   |
|                                   | 12.6.2.1 <i>BC Applicants</i>   |
|                                   | 12.6.2.2 <i>BC Recipients</i>   |
|                                   | 12.6.2.3 <i>Migrants</i>  |
|                                   | <b>12.7.0 Deductible Choice</b>                                       |
|                                   | 12.7.1 Changing a Choice  |
|                                   | 12.7.2 Deductible Met   |
|                                   | <b>12.8.0 Premiums</b>  |
|                                   | 12.8.1 Initial Eligibility  |
|                                   | 12.8.1.1 <i>Processing Timeframe</i>                                  |
|                                   | 12.8.1.2 <i>Previous MA/BC Eligibility</i>                            |
|                                   | 12.8.1.3 <i>Initial Premium Payment</i>                               |
|                                   | 12.8.2 Premium Payment  |
|                                   | 12.8.2.1 <i>Reduced Premiums for Native Americans/Alaskan Natives</i> |
|                                   | 12.8.2.2 <i>Payment Method</i>  |
|                                   | 12.8.2.3 <i>Advance Payments</i>                                      |
|                                   | 12.8.2.4 <i>Refunds</i>   |
|                                   | 12.8.3 On-going Payment   |
|                                   | 12.8.4 Late Payment   |
|                                   | 12.8.5 Non-Payment  |
|                                   | 12.8.5.1 <i>Insufficient Funds</i>                                    |
|                                   | 12.8.6 Changes  |
|                                   | 12.8.6.1 <i>Person Adds</i>   |
|                                   | <b>12.9.0 Restrictive Re-Enrollment</b>                               |
|                                   | 12.9.1 Good Cause for Quitting BC                                     |
|                                   | 12.9.2 Good Cause for Non-Payment                                     |
|                                   | 12.9.3 Household Changes  |
|                                   | 12.9.4 Reapplying   |
|                                   | <b>12.10.0 Administration</b>   |
|                                   | 12.10.1 Notices   |
| 13.0.0 FOSTER CARE & KINSHIP CARE | <b>13.1.0 Kinship Care</b>  |
|                                   | <b>13.2.0 Federal IV-E Foster Care</b>                                |

## TABLE OF CONTENTS

| <u>TOPICS</u>                                | <u>LOCATION</u>   |
|--|---|
| 13.0.0 FOSTER CARE &<br>KINSHIP CARE (cont.) | <b>13.3.0 Non-IV-E Foster Care</b><br><b>13.4.0 Medicaid Re-Determination</b>   |
| 14.0.0 DIVESTMENT                            | <b>14.1.0 Introduction</b><br><b>14.2.0 Definitions</b><br>14.2.1 Divestment<br>14.2.2 Transfer<br>14.2.2.1 <i>Date of Transfer</i><br>14.2.3 Nonexempt Assets<br>14.2.3.1 <i>Homestead Property</i><br>14.2.4 Institutionalized Person<br>14.2.5 Community Spouse<br>14.2.6 Fair Market Value<br>14.2.7 Divested Amount<br>14.2.8 Net Market Value<br>14.2.9 Value Received<br>14.2.10 Unavailability<br><b>14.3.0 Lookback Period</b><br><b>14.4.0 Exceptions</b><br><b>14.5.0 Penalty Period</b><br><b>14.6.0 Multiple Divestments</b><br><b>14.7.0 Jointly Held Assets</b><br><b>14.8.0 Divesting by Paying Relatives</b><br>14.8.1 Room & Board<br><b>14.9.0 Income Divestment</b><br><b>14.10.0 Life Estates</b><br>14.10.1 Jointly Owned<br><b>14.11.0 Annuities</b><br><b>14.12.0 Promissory Notes</b><br><b>14.13.0 Trusts</b><br>14.13.1 Revocable Trusts |

## TABLE OF CONTENTS

| <u>TOPICS</u>             | <u>LOCATION</u> |                                       |
|---------------------------|-----------------|---------------------------------------|
| 14.0.0 DIVESTMENT (cont.) | 14.13.2         | Irrevocable Trusts                    |
|                           | 14.13.3         | Exceptions                            |
|                           | <b>14.14.0</b>  | <b>Both Spouses Institutionalized</b> |
|                           | <b>14.15.0</b>  | <b>MA Card Services</b>               |
|                           | 14.15.1         | Nursing Home Residents                |
|                           | 14.15.2         | Community Waivers                     |
|                           | <b>14.16.0</b>  | <b>Gambling</b>                       |
| 15.0.0 INCOME             | <b>15.1.0</b>   | <b>Introduction</b>                   |
|                           | 15.1.2          | Prorating                             |
|                           | <b>15.2.0</b>   | <b>Disregarded Income</b>             |
|                           | 15.2.1          | Payments to Native Americans          |
|                           | 15.2.2          | Special Programs                      |
|                           | 15.2.3          | Nutrition Benefits                    |
|                           | 15.2.4          | Disaster & Emergency Assistance       |
|                           | 15.2.5          | IDA Program                           |
|                           | 15.2.6          | Travel Tickets                        |
|                           | 15.2.7          | Repayments                            |
|                           | 15.2.8          | Reimbursements                        |
|                           | 15.2.9          | Relocation Payments                   |
|                           | 15.2.10         | Agent Orange Settlement Fund          |
|                           | 15.2.11         | Radiation Exposure Compensation Act   |
|                           | 15.2.12         | Payments to Nazi Victims              |
|                           | 15.2.13         | Mixed Family                          |
|                           | 15.2.14         | Dottie Moore Payments                 |
|                           | 15.2.15         | Zebley Payments                       |
|                           | 15.2.16         | Life Insurance                        |
|                           | 15.2.17         | Inconsequential                       |
|                           | 15.2.18         | Foster Care                           |
|                           | 15.2.19         | Adoption Assistance                   |
|                           | 15.2.20         | Wartime Relocation of Citizens        |
|                           | 15.2.21         | Child Support & Maintenance           |
|                           | 15.2.22         | Susan Walker Payments                 |
|                           | 15.2.23         | Spina Bifida Child                    |
|                           | 15.2.24         | Kinship Care                          |
|                           | 15.2.25         | W2 Payments                           |
|                           | 15.2.26         | Migrant Worker                        |
|                           | 15.2.27         | VA Allowances                         |

## TABLE OF CONTENTS

---

| <u>TOPICS</u>         | <u>LOCATION</u>   |
|-----------------------|---|
| 15.0.0 INCOME (cont.) | <b>15.3.0 Income Deductions</b>                         |
|                       | 15.3.1 Maintaining Home or Apartment                    |
|                       | 15.3.2 Special Exempt Income                            |
|                       | 15.3.2.1 <i>Support Payments</i>                        |
|                       | 15.3.2.2 <i>Self-Support Plan</i>                       |
|                       | 15.3.2.3 <i>Fees to Guardians or Attorneys</i>          |
|                       | 15.3.3 Medical/Remedial Expenses (MRE)                  |
|                       | 15.3.4 Impairment Related Work Expenses (IRWE)          |
|                       | 15.3.5 \$90 Earned Income Disregard                     |
|                       | 15.3.6 \$65 and ½ Earned Income Disregard               |
|                       | <b>15.4.0 Unearned Income</b>                           |
|                       | 15.4.1 Income from Trusts                               |
|                       | 15.4.2 Sick Benefits                                    |
|                       | 15.4.3 Unemployment Compensation (UC)                   |
|                       | 15.4.4 Retirement Benefits                              |
|                       | 15.4.5 General Relief and Charity                       |
|                       | 15.4.6 Gifts  |
|                       | 15.4.7 Land Contract                                    |
|                       | 15.4.8 Loans  |
|                       | 15.4.9 Interest Income                                  |
|                       | 15.4.10 Social Security Benefits                        |
|                       | 15.4.11 Property Settlement                             |
|                       | 15.4.12 Lump Sum Payments                               |
|                       | 15.4.13 Money for School                                |
|                       | 15.4.14 Child Support                                   |
|                       | 15.4.15 Profit Sharing                                  |
|                       | 15.4.16 Income Received by Members of a Religious Order |
|                       | <b>15.5.0 Earned Income</b>                             |
|                       | 15.5.1 Income in Kind                                   |
|                       | 15.5.2 Contractual Income                               |
|                       | 15.5.3 Rental Income                                    |
|                       | 15.5.4 Jury Duty Payments                               |
|                       | 15.5.5 Wage Advances                                    |
|                       | 15.5.6 Worker's Compensation                            |
|                       | 15.5.7 Governor's Central City Initiative               |
|                       | 15.5.8 Income Tax Refunds and EITC                      |
|                       | 15.5.9 Student Income                                   |
|                       | 15.5.10 AmeriCorps                                      |
|                       | 15.5.11 Census 2000                                     |
|                       | 15.5.12 Severance Pay                                   |

## TABLE OF CONTENTS

| <u>TOPICS</u>                          | <u>LOCATION</u> |   |
|--|-----------------|---|
| 15.0.0 INCOME (cont.)                  | 15.5.13         | Income Received by Members of a Religious Order |
|  | 15.5.14         | Title V – Older Americans Act of 1965           |
|  | <b>15.6.0</b>   | <b>Prospective Income</b>                       |
|  | 15.6.1          | Budgeting Techniques                            |
|  | <b>15.7.0</b>   | <b>FPL Income Limits</b>                        |
| 16.0.0 STEPPARENT/GRAND-PARENT DEEMING | <b>16.1.0</b>   | <b>Introduction</b>                             |
|  | <b>16.2.0</b>   | <b>Stepparent</b>                               |
|  | 16.2.1          | Procedure                                       |
|  | <b>16.3.0</b>   | <b>Grandparent</b>                              |
|  | 16.3.1          | Procedure                                       |
| 17.0.0 DEPENDENT CARE                  | <b>17.1.0</b>   | <b>Dependent Care</b>                           |
|  | 17.1.1          | Provider  |
|  | 17.1.2          | Costs   |
|  | 17.1.3          | Insufficient Income                             |
| 18.0.0 MONEY FOR SCHOOL                | <b>18.1.0</b>   | <b>Family MA Cases</b>                          |
|  | <b>18.2.0</b>   | <b>Elderly/Disabled</b>                         |
|  | 18.2.1          | Total Disregards                                |
|  | 18.2.2          | Partial Disregards                              |
|  | <b>18.3.0</b>   | <b>Workforce Investment Act (WIA)</b>           |
| 19.0.0 SPECIAL STATUS MA CASES         | <b>19.1.0</b>   | <b>“503” Eligibility</b>                        |
|  | 19.1.1          | Identifying a “503” AG                          |
|  | 19.1.2          | Calculating the COLA Disregard                  |
|  | <b>19.2.0</b>   | <b>Disabled Adult Child (DAC)</b>               |
|  | 19.2.1          | DAC Payment Disregard                           |
|  | 19.2.2          | COLA Disregard                                  |
|  | <b>19.3.0</b>   | <b>Widows &amp; Widowers</b>                    |
|  | <b>19.4.0</b>   | <b>MA Deductible, Cost of Care</b>              |

TABLE OF CONTENTS

---

| <u>TOPICS</u>                             | <u>LOCATION</u>  |
|---|--|
| 19.0.0 SPECIAL STATUS<br>MA CASES (cont.) | <b>19.5.0      1619 Cases</b><br><br><b>19.6.0      Katie Beckett</b><br><br><b>19.7.0      Tuberculosis</b><br>19.7.1      Non-Financial Requirements<br>19.7.2      Financial Tests<br>19.7.3      TB-Related Services<br>19.7.4      QMB, SLMB, and QDWI<br>19.7.5      Aliens<br>19.7.6      Processing<br><br><b>19.8.0      Migrant Workers</b><br>19.8.1      Simplified Application<br>19.8.2      Regular Application<br>19.8.3      Reviews<br>19.8.3.1 <i>Simplified Application</i><br>19.8.3.2 <i>Regular Application</i><br><br><b>19.9.0      Presumptive Eligibility</b><br>19.9.1      At the ESA<br>19.9.2      Certifying PE<br>19.9.3      Assets and Income |
| 20.0.0 MA DEDUCTIBLE                      | <b>20.1.0      Introduction</b><br><br><b>20.2.0      MA Deductible</b><br><br><b>20.3.0      MA Deductible Period</b><br><br><b>20.4.0      Choosing Not to Have a Deductible</b><br><br><b>20.5.0      Calculating the MA Deductible</b><br>20.5.1      Fiscal Test Groups<br>20.5.2      Individuals<br>20.5.2.1 <i>Non-Healthy Start</i><br>20.5.2.2 <i>Healthy Start</i><br>20.5.3      Institution Cases<br>20.5.3.1 <i>Backdating</i><br>20.5.3.2 <i>Deductible</i><br>20.5.4      Deductible Choice<br><br><b>20.6.0      Deductible Examples</b>  |

## TABLE OF CONTENTS

---

| <u>TOPICS</u>                | <u>LOCATION</u>   |
|------------------------------|---|
| 20.0.0 MA DEDUCTIBLE (cont.) | <b>20.7.0 Changes During the Deductible Period</b>              |
|                              | 20.7.1 Income Changes   |
|                              | 20.7.2 Group Size Changes                                       |
|                              | 20.7.3 Asset Changes  |
|                              | 20.7.4 Non-Financial Changes                                    |
|                              | <b>20.8.0 Meeting the MA Deductible</b>                         |
|                              | 20.8.1 Countable Costs  |
|                              | 20.8.2 Noncountable Costs                                       |
|                              | 20.8.3 Prepaying a Deductible                                   |
|                              | 20.8.3.1 <i>Payment of Entire Deductible Amount</i>             |
|                              | 20.8.3.2 <i>Combination of Payment and Incurred Expenses</i>    |
|                              | 20.8.3.3 <i>Combination of Payment and Outstanding Expenses</i> |
|                              | 20.8.3.4 <i>Calculation Errors</i>                              |
|                              | 20.8.3.5 <i>Insufficient Funds</i>                              |
|                              | <b>20.9.0 Order of Bill Deduction</b>                           |
|                              | 20.9.1 Hospital Bills   |
|                              | 20.9.2 Pregnancy Fees   |
|                              | <b>20.10.0 Notice to EDS</b>                                    |
|                              | <b>20.11.0 Late Reports</b>                                     |
|                              | <b>20.12.0 Inter-Agency Transfers</b>                           |
|                              | <b>20.13.0 Changes after Meeting Deductible</b>                 |
|                              | 20.13.1 Income Changes  |
|                              | 20.13.2 Asset Changes   |
|                              | 20.13.3 Non-Financial Changes                                   |
|                              | <b>20.14.0 Death</b>  |
|                              | 20.14.1 Prepaid   |
| 21.0.0 ESTATE RECOVERY       | <b>21.1.0 Estate Recovery Program Definition</b>                |
|                              | <b>21.2.0 Recoverable Services</b>                              |
|                              | 21.2.1 QMB  |
|                              | <b>21.3.0 Nursing Home Definition</b>                           |



TABLE OF CONTENTS

| <u>TOPICS</u>                     | <u>LOCATION</u>   |
|-----------------------------------|---|
| 21.0.0 ESTATE RECOVERY<br>(cont.) | <b>21.4.0 Liens</b><br>21.4.1 Notice of Intent to File a Lien<br>21.4.2 Out of State Property<br>21.4.3 Returns Home to Live<br>21.4.4 Change in Circumstances<br>21.4.5 Special Cases<br>21.4.6 Adjustment for Burial Trust<br>21.4.7 Administrative Hearing Liens<br>21.4.8 Homes Placed in Revocable Trusts<br><br><b>21.5.0 Estate Claims</b><br>21.5.1 Waiver of Estate Claim<br>21.5.2 Notice of Hardship Waiver Rights<br>21.5.3 Administrative Hearings: Hardship Waivers<br>21.5.4 Personal Representative's Report<br>21.5.5 Home as Part of the Estates<br>21.5.6 Affidavits in Small Sum Estates<br>21.5.7 Patient Fund Account<br>21.5.8 Voluntary Recovery (ERP)<br><br><b>21.6.0 Match System</b><br><br><b>21.7.0 Notify Clients</b><br><br><b>21.8.0 Disclosure Form</b><br><br><b>21.9.0 ERP Contacts</b><br><br><b>21.10.0 Voluntary Recovery (Not ERP)</b><br><br><b>21.11.0 Incentive Payments</b><br><br><b>21.12.0 Other Programs</b><br><br><b>21.13.0 Recoverable Services Chart</b> |
| 22.0.0 FARM & SELF-EMPLOYMENT     | <b>22.1.0 Definitions</b><br>22.1.1 Income<br>22.1.2 Business<br>22.1.3 Operating<br>22.1.4 IM Income<br>22.1.5 Real Property<br>22.1.6 Nonreal Property  |

TABLE OF CONTENTS

| <u>TOPICS</u>                         | <u>LOCATION</u>   |
|---------------------------------------|---|
| 22.0.0 FARM & SELF-EMPLOYMENT (cont.) | <b>22.2.0 Ways to Identify</b><br>22.2.1 By Organization<br>22.2.2 By IRS Tax Forms<br>22.2.3 By Employee Status<br><br><b>22.3.0 Assets</b><br>22.3.1 Business Assets<br>22.3.1.1 <i>EBD</i><br>22.3.2 Bank Accounts<br><br><b>22.4.0 Income</b><br>22.4.1 Income Sources<br><br><b>22.5.0 Calculate IM Income</b><br>22.5.1 IRS Tax Forms<br>22.5.2 Worksheets<br>22.5.2.1 <i>Depreciation</i><br>22.5.3 Anticipating Earnings<br><br><b>22.6.0 Verification</b><br><br><b>22.7.0 Self-Employment Hours</b> |
| 23.0.0 SPOUSAL IM-POVERISHMENT        | <b>23.1.0 Description</b><br><br><b>23.2.0 Useful Terms</b><br>23.2.1 Community Spouse<br>23.2.2 Community Spouse Asset Share<br>23.2.3 Institutionalized Person<br><br><b>23.3.0 Requirements</b><br><br><b>23.4.0 Assets</b><br>23.4.1 Asset Assessment<br>23.4.2 Calculate the CSAS<br>23.4.3 Asset Test<br>23.4.4 Undue Hardship<br>23.4.5 Asset Transfer<br><br><b>23.5.0 Income</b><br>23.5.1 Nontrust Income<br>23.5.2 Trust Income<br><br><b>23.6.0 Income Allocation</b>                             |

TABLE OF CONTENTS

| <u>TOPICS</u>                             | <u>LOCATION</u>  |
|---|--|
| 23.0.0 SPOUSAL IM-POVERISHMENT<br>(cont.) | <b>23.7.0 Effective Date</b><br><b>23.8.0 Community Spouse Support Obligation</b><br><b>23.9.0 Notices</b><br><b>23.10.0 Community Spouse's MA Application</b>   |
| 24.0.0 BENEFITS                           | <b>24.1.0 Introduction</b><br>24.1.1 Benefit<br><b>24.2.0 Full-Benefit MA</b><br><b>24.3.0 Limited Benefit MA</b><br><b>24.4.0 Covered Services</b><br>24.4.1 Transportation<br>24.4.1.1 <i>Ambulance</i><br>24.4.1.2 <i>Specialized Medical Vehicle (SMV)</i><br>24.4.1.3 <i>Common Carrier</i><br><b>24.5.0 Co-Payment</b><br><b>24.6.0 HMO Enrollment</b><br>24.6.1 Change of Circumstances<br>24.6.2 Disenrollment<br>24.6.3 EDS Ombuds<br><b>24.7.0 Medicaid Cards</b><br>24.7.1 Appeals<br>24.7.2 Homeless<br>24.7.3 Lock-in Program<br>24.7.4 Temporary Cards<br>24.7.4.1 <i>Green Cards</i><br>24.7.4.2 <i>Tan Cards</i><br>24.7.5 Lost/Stolen Cards<br><b>24.8.0 Waiver of MA Benefit Limitations</b><br><b>24.9.0 Third Party Coverage</b> |

TABLE OF CONTENTS

---

| <u>TOPICS</u>            | <u>LOCATION</u>   |
|--------------------------|---|
| 25.0.0 COMMUNITY WAIVERS | <p><b>25.1.0 Introduction</b></p> <p><b>25.2.0 Application</b></p> <p>25.2.1 Case Manager</p> <p>25.2.2 Spousal Impoverishment</p> <p>25.2.3 Minors</p> <p>25.2.4 Tentative Approval</p> <p><b>25.3.0 Fiscal Test Group</b></p> <p><b>25.4.0 Divestment</b></p> <p><b>25.5.0 Cost Sharing</b></p> <p>25.5.1 Spenddown</p> <p><b>25.6.0 Reserved</b></p> <p><b>25.7.0 Uniform Fee System</b></p> <p><b>25.8.0 Effective Date</b></p> <p><b>25.9.0 Instructions</b></p> <p>25.9.1 Group A</p> <p>25.9.2 Group B</p> <p>25.9.2.1 <i>Personal Maintenance Allowance</i></p> <p>25.9.2.2 <i>Family Maintenance Allowance</i></p> <p>25.9.2.3 <i>Special Exempt Income</i></p> <p>25.9.2.4 <i>Health Insurance</i></p> <p>25.9.2.5 <i>Medical/Remedial Expenses</i></p> <p>25.9.2.6 <i>Cost Share Amount</i></p> <p>25.9.3 Group C</p> <p><b>25.10.0 Medical Codes</b></p> <p><b>25.11.0 Review</b></p> <p><b>25.12.0 Community Spouse's MA Application</b></p> <p><b>25.13.0 Notices</b></p> <p><b>25.14.0 Transfers</b></p> |
| 26.0.0 HEALTHY START     | <p><b>26.1.0 Who Qualifies</b></p>  |

TABLE OF CONTENTS

| <u>TOPICS</u>                    | <u>LOCATION</u>   |
|----------------------------------|---|
| 26.0.0 HEALTHY START<br>(cont.)  | <b>26.2.0 Non-Financial Tests</b><br><br><b>26.3.0 Financial Tests</b><br>26.3.1 Assets<br>26.3.2 Income<br><br><b>26.4.0 Newborn Child</b><br><br><b>26.5.0 Certification Period</b><br>26.5.1 Pregnant Women<br>26.5.2 Newborn Child<br>26.5.3 Child Under Age 6<br>26.5.4 Child Age 6 through 18<br>26.5.5 Children in an Institution<br><br><b>26.6.0 Inter-Agency Transfers</b>  |
| 27.0.0 MEDICARE<br>BENEFICIARIES | <b>27.1.0 Introduction</b><br>27.1.1 Medicare Beneficiaries<br><br><b>27.2.0 Benefits</b><br><br><b>27.3.0 QMB</b><br>27.3.1 Entitled to Medicare<br>27.3.2 QMB Income Limit<br><br><b>27.4.0 SLMB</b><br>27.4.1 SLMB Income Limit<br><br><b>27.5.0 SLMB+</b><br>27.5.1 SLMB+ Income Limit<br><br><b>27.6.0 ALMB</b><br>27.6.1 ALMB Income Limit<br><br><b>27.7.0 QDWI</b><br>27.7.1 QDWI Income Limit<br><br><b>27.8.0 Asset Limit</b><br><br><b>27.9.0 Begin Date</b><br>27.9.1 QMB<br>27.9.2 SLMB, SLMB+, ALMB, QDWI |

TABLE OF CONTENTS

| <u>TOPICS</u>                            | <u>LOCATION</u>   |
|--|---|
| 27.0.0 MEDICARE<br>BENEFICIARIES (cont.) | <b>27.10.0 Backdating</b><br>27.10.1 QMB<br>27.10.2 SLMB, SLMB+, ALMB, QDWI<br><br><b>27.11.0 No Deductible</b><br><br><b>27.12.0 Reviews</b><br><br><b>27.13.0 Adversely Affected</b><br><br><b>27.14.0 Fiscal Test Group</b>  |
| 28.0.0 FFU                               | <b>28.1.0 Definition</b><br><br><b>28.2.0 Overview</b><br><br><b>28.3.0 Process</b><br><br><b>28.4.0 Income Limits</b>  |
| 29.0.0 ELIGIBILITY &<br>REVIEW DATES     | <b>29.1.0 Begin Dates</b><br>29.1.1 Backdates<br>29.1.1.1 Assets<br>29.1.1.2 BadgerCare<br>29.1.1.3 Family Planning Waiver<br>29.1.1.4 QMB<br>29.1.1.5 SeniorCare<br><br><b>29.2.0 Review Dates</b><br>29.2.1 Not Time Limited Cases<br>29.2.2 Time Limited Cases<br>29.2.2.1 Newborns<br>29.2.2.2 Pregnant Women<br>29.2.2.3 Deductible<br>29.2.2.4 Elderly, Blind, Disabled (EBD)<br>29.2.2.5 Agency Option<br>29.2.2.6 AFDC MA Extensions<br><br><b>29.3.0 Choice of Review</b><br><br><b>29.4.0 Review Processing</b><br>29.4.1 Grace Month |

TABLE OF CONTENTS

| <u>TOPICS</u>               | <u>LOCATION</u>   |
|-----------------------------|---|
| 30.0.0 TABLES               | <p><b>30.1.0      Reserved</b></p> <p><b>30.2.0      Life Estate &amp; Remainder Interest</b></p> <p><b>30.3.0      County &amp; Tribe Areas</b></p> <p><b>30.4.0      AFDC-Related Income</b></p> <p><b>30.5.0      EBD Assets and Income</b><br/>30.5.1      EBD Deductions and Allowances</p> <p><b>30.6.0      Federal Poverty Limit (FPL) Table</b></p> <p><b>30.7.0      COLA Disregard Amount Table</b></p> <p><b>30.8.0      Reserved</b></p> <p><b>30.9.0      Hospital Daily Rates</b></p> <p><b>30.10.0      Life Expectancy Table</b></p> <p><b>30.11.0      BadgerCare Premiums</b></p> <p><b>30.12.0      FC Deductions and Allowances</b></p> <p><b>30.13.0      MAPP Premiums</b></p> <p><b>30.14.0      SeniorCare Income Limits</b></p> |
| 31.0.0 CARETAKER SUPPLEMENT | <p><b>31.1.0      Definition</b></p> <p><b>31.2.0      Administration</b></p> <p><b>31.3.0      Eligibility Criteria</b></p> <p><b>31.4.0      Non-Marital Co-Parents (NMCP)/Stepparent Cases</b></p> <p><b>31.5.0      Manual CTS Payments</b></p> <p><b>31.6.0      Recoupment of Overpayments</b></p> <p><b>31.7.0      Notices</b></p>  |

TABLE OF CONTENTS

| <u>TOPICS</u>      | <u>LOCATION</u>  |
|--------------------|--|
| 32.0.0 FAMILY CARE | <b>32.1.0 Definition</b><br><b>32.2.0 Administration</b><br><b>32.3.0 Family Care MA and Non-MA</b><br><b>32.4.0 Functional Eligibility</b><br><b>32.5.0 Family Care Non-MA Eligibility Determination</b><br>32.5.1 Non-Financial Requirements<br>32.5.2 FC Non-MA Financial Eligibility Determination<br>32.5.2.1 <i>FC Non-MA Net Countable Asset Determination</i><br>32.5.2.2 <i>FC Non-MA Income Determination</i><br>32.5.2.3 <i>FC Non-MA Cost Share</i><br><b>32.6.0 Enrollments, Disenrollments and Intercounty Moves</b><br>32.6.1 Enrollments<br>32.6.1.1 <i>Urgent Services</i><br>32.6.1.2 <i>SSI Recipients</i><br>32.6.2 Disenrollment<br>32.6.2.1 <i>Adverse Action Disenrollment</i><br>32.6.2.2 <i>Voluntary Disenrollment</i><br>32.6.3 Intercounty Moves<br><b>32.7.0 Closures</b> |
| 33.0.0 MAPP        | <b>33.1.0 Introduction</b><br>33.1.1 MAPP<br><b>33.2.0 Application</b><br>33.2.1 Begin Month<br>33.2.2 Fiscal Test Group<br><b>33.3.0 Non-Financial Requirements</b><br>33.3.1 Disability<br>33.3.2 Work Requirement<br>33.3.2.1 <i>Self-Employment</i><br>33.3.2.2 <i>Contractual Employment</i><br>33.3.2.3 <i>Employment Ending</i><br>33.3.2.4 <i>Temporary Employment</i>   |



## TABLE OF CONTENTS

| <u>TOPICS</u>       | <u>LOCATION</u>   |
|---------------------|---|
| 33.0.0 MAPP (cont.) | <ul style="list-style-type: none"> <li>33.3.3 Work Requirement Exemption</li> <li>33.3.4 Health and Employment Counseling Program (HEC) <ul style="list-style-type: none"> <li>33.3.4.1 <i>HEC Processing</i></li> <li>33.3.4.2 <i>HEC Extension</i></li> <li>33.3.4.3 <i>HEC Participation Changes</i></li> </ul> </li> <li>33.3.5 Health Insurance Premium Payment (HIPP)</li> <li>33.3.6 Spousal Impoverishment</li> <li>33.3.7 Institutionalization</li> <li>33.3.8 Community Waivers <ul style="list-style-type: none"> <li>33.3.8.1 <i>Special Managed Care Programs</i></li> </ul> </li> <li><b>33.4.0 Financial Requirements</b> <ul style="list-style-type: none"> <li>33.4.1 Assets <ul style="list-style-type: none"> <li>33.4.1.1 <i>Independence Accounts</i></li> <li>33.4.1.2 <i>Pension or Retirement Accounts</i></li> <li>33.4.1.3 <i>Independence Account Exemption Status</i></li> </ul> </li> <li>33.4.2 Income</li> </ul> </li> <li><b>33.5.0 Premiums</b> <ul style="list-style-type: none"> <li>33.5.1 Calculation <ul style="list-style-type: none"> <li>33.5.1.1 <i>Penalty</i></li> </ul> </li> <li>33.5.2 Initial Premium</li> <li>33.5.3 Payment Information <ul style="list-style-type: none"> <li>33.5.3.1 <i>Payment Methods</i></li> <li>33.5.3.2 <i>Advance Payments</i></li> <li>33.5.3.3 <i>Refunds</i></li> </ul> </li> <li>33.5.4 Ongoing Cases</li> <li>33.5.5 Late Payments</li> <li>33.5.6 Non-payment <ul style="list-style-type: none"> <li>33.5.6.1 <i>Insufficient Funds</i></li> </ul> </li> <li>33.5.7 Opting Out</li> </ul> </li> <li><b>33.6.0 Restrictive Re-Enrollment Period</b> <ul style="list-style-type: none"> <li>33.6.1 Good Cause</li> </ul> </li> <li><b>33.7.0 Changes</b></li> <li><b>33.8.0 Prepaid Deductibles</b></li> <li><b>33.9.0 Notices</b></li> </ul> |

## TABLE OF CONTENTS

| <u>TOPICS</u>            | <u>LOCATION</u>  |
|--------------------------|--|
| 34.0.0 CORRECTIVE ACTION | <b>34.1.0 Overpayments</b><br>34.1.1 Recoverable Overpayments<br>34.1.2 Non-Recoverable Overpayments<br><br><b>34.2.0 Overpayment Calculation</b><br>34.2.1 Overpayment Period<br>34.2.2 Overpayment Amount<br>34.2.2.1 <i>Increased Liability, Cost Share</i><br>34.2.2.2 <i>Deductible</i><br>34.2.2.3 <i>Premiums</i><br>34.2.2.4 <i>Determining Liable Individual</i><br><br><b>34.3.0 Overpayment Process</b><br>34.3.1 Client Notice<br><br><b>34.4.0 Refer to District Attorney</b><br><br><b>34.5.0 Fair Hearing</b><br><br><b>34.6.0 Agency Retention</b><br><br><b>34.7.0 Restoration of Benefits</b><br><br><b>34.8.0 Incorrect Client Contribution</b><br>34.8.1 Premiums<br>34.8.1.1 <i>BadgerCare</i><br>34.8.1.2 <i>Medicaid Purchase Plan (MAPP)</i> |
| 35.0.0 APPLICATION       | <b>35.1.0 Introduction</b><br>35.1.1 Right to Apply<br>35.1.2 Affirmative Action and Civil Rights<br><br><b>35.2.0 Choice of Application</b><br><br><b>35.3.0 Valid Application</b><br>35.3.1 Assistance in Applying<br>35.3.2 Residence<br>35.3.2.1 <i>Intercounty Placement</i><br>35.3.2.2 <i>Applications Outside Wisconsin</i><br>35.3.5 Signing the Application<br>35.3.5.1 <i>Authorized Representative</i><br>35.3.5.2 <i>Guardian or Conservator</i><br>35.3.5.3 <i>Witnessing the Signature</i><br>35.3.5.4 <i>Spousal Impoverishment Cases</i>  |

TABLE OF CONTENTS

| <u>TOPICS</u>              | <u>LOCATION</u>  |
|----------------------------|--|
| 35.0.0 APPLICATION (cont.) | <b>35.4.0 Application Processing</b><br>35.4.1 Filing Date<br>35.4.2 Reopening a Case<br>35.4.2.1 <i>Termination</i><br>35.4.2.2 <i>Denial</i><br>35.4.3 Changes<br>35.4.4 Processing Timeframe<br>35.4.5 Mail-In Processing<br>35.4.5.1 <i>Application Forms</i><br>35.4.6 Phone-In Processing<br>35.4.7 Minors Living Independently<br><br><b>35.5.0 Decision on Application</b><br>35.5.1 Withdrawal<br>35.5.2 Approval<br>35.5.2.1 <i>Women, Infants, and Children (WIC) Referral</i><br>35.5.3 Denial<br>35.5.4 Approval and Denial<br><br><b>35.6.0 Publications</b><br>35.6.1 Eligibility and Benefits<br>35.6.2 Change Report<br>35.6.3 HealthCheck for Children |
| 36.0.0 GOOD FAITH CLAIMS   | <b>36.1.0 Definition of Good Faith Claims</b><br><br><b>36.2.0 Denials</b><br><br><b>36.3.0 Causes and Resolutions</b><br><br><b>36.4.0 Process</b><br><br><b>36.5.0 Instructions</b>  |
| 37.0.0 VERIFICATION        | <b>37.1.0 Definition</b><br>37.1.1 Documentation<br><br><b>37.2.0 General Rules</b><br><br><b>37.3.0 Mandatory Verification Items</b><br>37.3.1 Social Security Number<br>37.3.1.1 <i>Newborns</i>   |

## TABLE OF CONTENTS

| <u>TOPICS</u>               | <u>LOCATION</u>  |
|-----------------------------|--|
| 37.0.0 VERIFICATION (cont.) | <p>37.3.1.2 <i>Emergency Services</i></p> <p>37.3.2 <i>Alien Status</i></p> <p>37.3.3 <i>Pregnancy</i></p> <p>37.3.4 <i>Disability and Incapacitation</i></p> <p>37.3.5 <i>Assets</i></p> <p>37.3.5.1 <i>Divestment</i></p> <p>37.3.6 <i>Medical Expenses</i></p> <p><b>37.4.0 Questionable Items</b></p> <p>37.4.1 <i>Tuberculosis</i></p> <p>37.4.2 <i>Farm and Self-Employment Income</i></p> <p><b>37.5.0 Client Responsibility</b></p> <p>37.5.1 <i>Assist the Client</i></p> <p><b>37.6.0 Front-End Verification</b></p> <p><b>37.7.0 When to Verify</b></p> <p>37.7.1 <i>Application and Review</i></p> <p>37.7.2 <i>Changes</i></p> <p><b>37.8.0 Actions</b></p> <p>37.8.1 <i>Positive Actions</i></p> <p>37.8.2 <i>Delay</i></p> <p>37.8.3 <i>Negative Actions</i></p> <p><b>37.9.0 Release of Information</b></p> <p><b>37.10.0 Verification Resources</b></p> |
| 38.0.0 TPL                  | <p><b>38.1.0 Introduction</b></p> <p><b>38.2.0 HIPAA</b></p> <p><b>38.3.0 Reporting Other Health Insurance</b></p> <p>38.3.1 <i>Casualty Claims</i></p> <p>38.3.2 <i>Cooperation</i></p> <p>38.3.3 <i>Good Cause Claim</i></p> <p>38.3.4 <i>BadgerCare</i></p> <p>38.3.5 <i>Nursing Home and Hospital Insurance</i></p> <p>38.3.5.1 <i>Assignment</i></p> <p>38.3.5.2 <i>Recovery of Payments</i></p>  |

TABLE OF CONTENTS

| <u>TOPICS</u>                        | <u>LOCATION</u>  |
|--------------------------------------|--|
| 38.0.0 TPL (cont.)                   | <b>38.4.0 Policies Not To Report</b><br><br><b>38.5.0 Insurance Through an Absent Parent</b><br>38.5.1 HMO Plans<br>38.5.2 Referral to CSA<br><br><b>38.6.0 Health Insurance Risk Sharing Plan</b><br><br><b>38.7.0 Health Insurance Premium Payment (HIPP)</b><br>38.7.1 Cost Effective<br>38.7.2 Participation in HIPP<br>38.7.3 Cooperations<br>38.7.4 Exceptions<br>38.7.5 Not Cost Effective<br>38.7.5.1 <i>BadgerCare HMO Enrollment</i><br><br><b>38.8.0 TPL End Date</b><br><br><b>38.9.0 Double Payment</b><br><br><b>38.10.0 Health Insurance Information Form</b><br>38.10.1 Section A<br>38.10.2 Section B<br>38.10.3 Section C<br>38.10.4 Section D<br>38.10.5 Where to Send<br><br><b>38.11.0 TPL Segment End Date Report Sample</b> |
| 39.0.0 WISCONSIN WELL WOMAN MEDICAID | <b>39.1.0 Introduction</b><br>39.1.1 Wisconsin Well Woman Medicaid<br>39.1.2 Wisconsin Well Woman Program (WWWP)<br><br><b>39.2.0 Non-Financial Requirements</b><br>39.2.1 Disqualifying Insurance Coverage<br>39.2.2 Non-Disqualifying Insurance Coverage<br><br><b>39.3.0 Financial Requirements</b>   |

TABLE OF CONTENTS

---

| <u>TOPICS</u>                           | <u>LOCATION</u> |  |
|---|-----------------|--|
| 39.0.0 WISCONSIN WELL<br>WOMAN MEDICAID | <b>39.4.0</b>   | <b>Wisconsin Well Woman Program<br/>Screening</b>                |
|   | <b>39.5.0</b>   | <b>Wisconsin Well Woman Medicaid<br/>Presumptive Eligibility</b> |
|   | <b>39.6.0</b>   | <b>Application</b>   |
|   | <b>39.7.0</b>   | <b>Changes</b>   |
|   | <b>39.8.0</b>   | <b>Reviews and Recertifications</b>                              |
| 40.0.0 GENERAL MA<br>REQUIREMENTS       | <b>40.1.0</b>   | <b>Definitions</b>   |
|   | 40.1.1          | Family MA  |
|   | 40.1.2          | EBD MA   |
|   | 40.1.3          | Special Status MA  |
|   | <b>40.2.0</b>   | <b>Non-Financial</b>   |
|   | 40.2.1          | Additional Family Requirements                                   |
|   | <b>40.3.0</b>   | <b>Financial</b>   |
|   | 40.3.1          | Assets   |
|   | 40.3.2          | Income   |
| 41.0.0 SENIORCARE                       | <b>41.1.0</b>   | <b>Introduction</b>  |
|   | <b>41.2.0</b>   | <b>Application</b>   |
|   | 41.2.1          | Application Processing   |
|   | 41.2.2          | Signing the Application  |
|   | 41.2.2.1        | <i>Witnessing the Signature</i>                                  |
|   | 41.2.3          | Authorized Representative  |
|   | 41.2.4          | Guardian and Power of Attorney                                   |
|   | <b>41.3.0</b>   | <b>Non-Financial Requirements</b>                                |
|   | 41.3.1          | Enrollment Fee   |
|   | 41.3.1.1        | <i>Refunds</i>   |
|   | <b>41.4.0</b>   | <b>Fiscal Test Group (FTG)</b>                                   |
|   | <b>41.5.0</b>   | <b>Benefit Period</b>  |
|   | 41.5.1          | Eligibility Begin Date   |
|   | <b>41.6.0</b>   | <b>Financial Requirements</b>                                    |

## TABLE OF CONTENTS

| <u>TOPICS</u>             | <u>LOCATION</u>   |
|---------------------------|---|
| 41.0.0 SENIORCARE (cont.) | <ul style="list-style-type: none"> <li>41.6.1 Assets</li> <li>41.6.2 Income</li> <li>41.6.3 Interest and Dividends <ul style="list-style-type: none"> <li>41.6.3.1 <i>Capital Gains</i></li> <li>41.6.3.2 <i>Trusts</i></li> </ul> </li> <li>41.6.4 Gross Earnings</li> <li>41.6.5 Gross Pension <ul style="list-style-type: none"> <li>41.6.5.1 <i>Retirement Benefits</i></li> </ul> </li> <li>41.6.6 Gross Social Security <ul style="list-style-type: none"> <li>41.6.6.1 <i>Social Security Income</i></li> </ul> </li> <li>41.6.7 Other Income <ul style="list-style-type: none"> <li>41.6.7.1 <i>Allocated Income from a MA Recipient Spouse</i></li> <li>41.6.7.2 <i>Federal Farm Subsidy</i></li> <li>41.6.7.3 <i>Rental Income</i></li> </ul> </li> <li>41.6.8 Self-Employment Earnings <ul style="list-style-type: none"> <li>41.6.8.1 <i>Rental Income</i></li> </ul> </li> <li><b>41.7.0 Participation Levels</b> <ul style="list-style-type: none"> <li>41.7.1 Level 1: Co-Payment</li> <li>41.7.2 Level 2: Deductible</li> <li>41.7.3 Level 3: Spenddown <ul style="list-style-type: none"> <li>41.7.3.1 <i>FTG of One</i></li> <li>41.7.3.2 <i>FTG of Two</i></li> </ul> </li> </ul> </li> <li><b>41.8.0 Countable Costs</b> <ul style="list-style-type: none"> <li>41.8.1 Carryover</li> </ul> </li> <li><b>41.9.0 Addition of a Spouse</b> <ul style="list-style-type: none"> <li>41.9.1 Benefit Period</li> <li>41.9.2 Different Eligibility Dates <ul style="list-style-type: none"> <li>41.9.2.1 <i>Level 2: Deductible</i></li> <li>41.9.2.2 <i>Level 3: Spenddown</i></li> </ul> </li> <li>41.9.3 FTG Changes <ul style="list-style-type: none"> <li>41.9.3.1 <i>Level 2: Deductible</i></li> <li>41.9.3.2 <i>Level 3: Spenddown</i></li> </ul> </li> </ul> </li> <li><b>41.10.0 Changes</b> <ul style="list-style-type: none"> <li>41.10.1 Correction of Errors</li> </ul> </li> <li><b>41.11.0 Re-Application</b></li> <li><b>41.12.0 Termination</b> <ul style="list-style-type: none"> <li>41.12.1 Withdrawal</li> </ul> </li> </ul> |

TABLE OF CONTENTS

| <u>TOPICS</u>                          | <u>LOCATION</u> |                                     |
|--|-----------------|-------------------------------------|
| 41.0.0 SENIORCARE (cont.)              | <b>41.13.0</b>  | <b>Decision Notice</b>              |
|  | <b>41.14.0</b>  | <b>Appeals</b>                      |
|  | 41.14.1         | Requesting a Hearing                |
|  | 41.14.2         | Hearing                             |
|  | <b>41.15.0</b>  | <b>Annual Eligibility Review</b>    |
|  | <b>41.16.0</b>  | <b>Benefits</b>                     |
| 42.0.0 FAMILY PLANNING<br>WAIVER (FPW) | <b>42.1.0</b>   | <b>Definitions</b>                  |
|  | 42.1.1          | Family Planning Waiver              |
|  | <b>42.1.0</b>   | <b>Presumptive Eligibility (PE)</b> |
|  | 42.1.1          | Qualified Providers                 |
|  | 42.1.2          | At the ESA                          |
|  | <b>42.3.0</b>   | <b>Application</b>                  |
|  | <b>42.4.0</b>   | <b>Non-Financial Requirements</b>   |
|  | <b>42.5.0</b>   | <b>Fiscal Test Group</b>            |
|  | 42.5.1          | SSI Recipients                      |
|  | 42.5.2          | Fetus                               |
|  | 42.5.3          | Minors                              |
|  | <b>42.6.0</b>   | <b>Financial</b>                    |
|  | 42.6.1          | Assets                              |
|  | 42.6.2          | Income                              |
|  | 42.6.2.1        | <i>Minors</i>                       |
|  | 42.6.2.2        | <i>Migrants</i>                     |
|  | 42.6.3          | Family Fiscal Unit (FFU)            |
|  | <b>42.7.0</b>   | <b>Program Choice</b>               |
|  | <b>42.8.0</b>   | <b>Changes</b>                      |
|  | <b>42.9.0</b>   | <b>FPW Extension Phase</b>          |
|  | <b>42.10.0</b>  | <b>Reviews and Recertifications</b> |
|  | <b>42.11.0</b>  | <b>Confidentiality</b>              |



## TABLE OF CONTENTS

TOPICSLOCATION**WORKSHEETS**

The following list of worksheets is for your information. They are found after the appendix in their own section.

|         |  |
|---------|--|
| WKST 01 | Medicaid Non-Financial                                   |
| WKST 02 | Dependent Care   |
| WKST 03 | Medicaid Deductible                                      |
| WKST 04 | Medicaid Institution Determination                       |
| WKST 05 | Medicaid Extensions                                      |
| WKST 06 | EBD-Related Determination Worksheet                      |
| WKST 07 | Spousal Impoverishment Income Allocation                 |
| WKST 08 | Medicaid Purchase Plan (MAPP) Eligibility                |
| WKST 09 | Medicaid Purchase Plan (MAPP) Premium Calculation        |
| WKST 10 | Medicaid Purchase Plan (MAPP) Work Expenses              |
| WKST 11 | Medicaid Purchase Plan (MAPP) Medical/Remedial Expenses  |
| WKST 12 | Family Care Eligibility – Non-MA Financial Determination |
| WKST 13 | FFU Income   |
| WKST 14 | AFDC-Related Determination Worksheet                     |

**FORMS**

The following list of forms is for your information. They are found after the worksheet section in their own section.

|           |   |
|-----------|---|
| DES 2012  | Medical Exam & Capacity Form                                    |
| DES 2131  | Self-Employment Income Report (SEIRF)                           |
| DSL-919   | MA Waiver Eligibility and Cost Sharing Worksheet                |
| HCF 10093 | Medicaid Overpayment Notice                                     |
| HCF 10095 | Medicaid Asset Assessment (formerly DES 2228)                   |
| HCF 10096 | Community Spouse Asset Share Notice (formerly DES 2228A)        |
| HCF 10097 | Notice of Medicaid Income Allocation (formerly DES 2235A)       |
| HCF 10098 | Medicaid Recipient Asset Allocation Notice (formerly DES 2235B) |

## TABLE OF CONTENTS

| <u>TOPICS</u>        | <u>LOCATION</u>   |
|----------------------|---|
| <b>FORMS</b> (cont.) |   |
|                      | HCF 10099 State Authorized Placement of a Medical Recipient in an Out-of-State Treatment Facility (formerly DES 2264)   |
|                      | HCF 10103 Healthy Start Positive Notice (formerly DES 2331)   |
|                      | HCF 10106 Medicaid Qualified Medicare Beneficiary (QMB)/Specified Low-Income Medicare Beneficiary (SLMB)/Specified Low-Income Medicare Beneficiary Plus (SLMB+) Approval Notice (formerly DES 2362) |
|                      | HCF 10107 QMB, SLMB, SLMB+, ALMB Negative Notice (formerly DES 2363)  |
|                      | HCF 10108 Notice to Institutions, Nursing Home, Client (formerly DES 3030)  |
|                      | HCF 10109 Remaining Medicaid Deductible (formerly DES 3048)   |
|                      | HCF 10109A Medicaid Remaining Deductible Update Instructions  |
|                      | HCF 10110 Medicaid/BadgerCare Certification (formerly DES 3070)   |
|                      | HCF 10111 Good Faith Medicaid Certification (formerly DES 3070-A)   |
|                      | HCF 10111A Good Faith Medicaid Certification Instructions   |
|                      | HCF 10112 Medicaid Disability Application (formerly DES 3071)   |
|                      | HCF 10113 Information for Medicaid-Disability Applicants (formerly DES 3071-A)  |
|                      | HCF 10115 Medicaid Health Insurance Information (formerly DES 2096)   |
|                      | HCF 10117 Healthy Start Continuous Newborn Eligibility Negative Notice (formerly DES 2336)  |
|                      | HCF 10118 Medicaid/Healthy Start Negative Notice (formerly DES 2337)  |
|                      | HCF 10120 Medicaid Purchase Plan Transmittal of Medicaid Disability (formerly DWS 13040)  |
|                      | HCF 10121 Medicaid Purchase Plan (MAPP) Independence Account Registration (formerly DWS 13041)  |
|                      | HCF 10122 Medicaid Purchase Plan Recipient/Premium Information (formerly DWS 13042)   |

TABLE OF CONTENTS

| <u>TOPICS</u>        | <u>LOCATION</u>   |
|----------------------|---|
| <b>FORMS</b> (cont.) |   |
|                      | HCF 10126 Medicaid Authorization of Representative  |
|                      | HCF 10127 Medicaid Purchase Plan Work Requirement Exemption (formerly DWS 13039)                                    |
|                      | HCF-13023 Medicaid Purchase Plan Premium Recipient/Employer Electronic Funds Transfer                               |
|                      | HCF-13023A Medicaid Purchase Plan Premium Recipient/Employer Electronic Funds Transfer Information and Instructions |
|                      | HCF-13024 Medicaid Purchase Plan Premium Employer Wage Withholding  |
|                      | HCF-13024A Medicaid Purchase Plan Premium Employer Wage Withholding Information and Instructions                    |
|                      | HCF-13025 BadgerCare Premium Employer Wage Withholding  |
|                      | HCF-13025A BadgerCare Premium Employer Wage Withholding Information and Instructions                                |
|                      | HCF-13026 BadgerCare Premium Recipient/Employer Electronic Funds Transfer   |
|                      | HCF-13026A BadgerCare Premium Recipient/Employer Electronic Funds Transfer Information and Instructions             |
|                      | HCF 13038 Notice of Intent To File A Lien (formerly DES 2339)   |
|                      | HCF 13039 Estate Recovery Disclosure Sheet (formerly DES 2338)  |
|                      | HFS-9D Confidential Information Release Authorization – Release to Disability Determination Bureau                  |